

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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April 6, 2004

FROM: **THOMAS L. SUTTON**, Interim Director
San Bernardino County, Special Districts Department

**SUBJECT: INCREASE IN PURCHASE ORDER FOR REMOVAL OF HAZARDOUS TREES,
CRESTLINE SANITATION DISTRICT**

RECOMMENDATION: Acting as the governing body of the Crestline Sanitation District (District), authorize the County Purchasing Department to increase purchase order # 0609 authority with Insured Tree Services, Inc. from \$25,000 to \$32,700 for the provision of additional tree removal services in Fiscal Year 2003/04.

BACKGROUND INFORMATION: Due to the continuing Bark Beetle infestation, The District has contracted to have dead or dying trees removed from its property to prevent any health or safety issues, including the extreme fire danger resulting from these trees. Three tree removal service bids were initially solicited by an informal bid process, and Insured Tree Service Inc. was the lowest bidder. The District currently has a purchase order with Insured Tree Service, Cedarripes Park, in the amount of \$25,000, which covered the removal of 113 dead trees, clean-up, and hauling away slash. The District is requesting authorization to pay the vendor an additional \$7,700 for work already performed for the removal of 45 dead and dying trees. Approval of this recommendation will enable the vendor to be paid for additional services rendered due to the urgency of removing trees to mitigate a fire hazard, in response to concerned neighbors, and the necessity to remove more trees than was originally estimated.

County Policy No. 11-05 requires County departments to seek Board approval when contracting for services with any vendor in excess of an aggregate amount of \$25,000 per department, per fiscal year. The District is requesting authorization to expend an additional \$7,700 with Insured Tree Service Inc. The total amount of \$32,700 will be paid to Insured Tree Service for the removal of 158 hazardous trees from District property.

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed and approved by County Counsel (Daniel B. Haueter, Chief Deputy, 387-5467) on March 23, 2004, by Purchasing (Esther Reyna, Purchasing Agent 387-2071) on March 23, 2004, by the County Administrative Office (Wayne Thies, Administrative Analyst, 387-5409) on March 26, 2004.

FINANCIAL IMPACT: The \$32,700 total cost associated with the amended purchase order with Insured Tree Service is fully funded in the fiscal year 2003/04 District budget (EGS 685 685).

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's request and recommends this action based on the need for this service and the general health, welfare and safety of the citizens residing in the Districts. The expenditures for this service will be funded from the District operating budget and will have no impact on the County's General Fund.

SUPERVISORIAL DISTRICT (S): Second

PRESENTER: Thomas L. Sutton 387-9625

Record of Action of the Board of Supervisors

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